U.S. Department of Labor

October 15, 2004

DIRECTIVE:	**REGION 2 PRH SUPPLEMENT NO. 3.13 R2a**

TO   **ALL REGION 2 CENTER DIRECTORS**
                          ALL REGION 2 CENTER OPERATORS
                          ALL REGION 2 AGENCY CENTER OPERATORS
                          ALL REGION 2 OUTREACH & ADMISSIONS OPERATORS
                          ALL REGION 2 CAREER TRANSITION SERVICE OPERATORS

FROM: **LYNN INTREPIDI**
                          Regional Director,
                          Office of Job Corps

SUBJECT: **TRAINING ACHIEVEMENT RECORDS (TAR)**
                          IMPROVEMENTS

1. Purpose: To promote retention and ensure that graduates have sufficient entry level skills to obtain and retain valid employment.

2.   Background: The Regional Director instructed the Vocational Taskforce to develop a system to ensure that students graduate from the program with the trade skills necessary to obtain and retain meaningful employment, i.e. high paying job training matches. The committee determined that one of the biggest impediments to students obtaining sufficient trade skills was the "quick completion" facilitated by level "A" TAR completion. It was even felt by some on the Taskforce that the Job Corps policy of paying $750 for an "A" level completion was contributing to poor long term performance. The taskforce determined that students who leave the program after completing only the "A" level do not have the skills, knowledge, or ability to obtain long term career attachment.

The Vocational Taskforce decided to enhance the TARS for three trades by combining several "step-off" levels of completion into the same TAR. The first three TARs the taskforce worked on were Business Technologies, Medical Office Support, and Network Cable Installer.

3. Implementation: In order to enhance retention and ensure that graduates have sufficient skills to obtain and retain valid employment, Region 2 has decided to eliminate "A" level completions on three specific TARs. The intent of the revision is to eliminate "A" level as an *elective choice* for students. As a result of this change, students will see a TAR that does not show the current "A" level of completion (which equates to minimal skill attainment) They will see, and should be encouraged to attain, skills for specific job titles representing variations within an industry.

Region 2 has received approval to pilot test these three TARS, to determine the impact that enhanced skill level attainment has on student's placement potential. At the same time, in order to have a level playing field with other regions, provisions are outlined below that will allow for

centers to receive credit for "A" level completions for students who do terminate before full completion of the new TAR items.

4. **Changes in Specific TARs**:   Business Technologies, Medical Office Support, and Network Cable Installer TARs were reviewed and modified to meet the criteria given to the subcommittee.   Provision was made for centers to identify the previously acceptable levels of completion in the expanded TARs to allow for "A" level completions for statistical purposes, in the event that a student leaves prior to full completion.

- ➤ **Business Technologies**: The Foundations Course, Data Entry Clerk, Office Assistant, and Word Processor TARs were incorporated into one TAR with an option for students to pursue MOUS Certification in the optional portion of the TAR. Repetitive items such as Business English, Keyboarding, Office Procedures, Windows Operating System, Word Processing, Internet, and Calculator Skills were combined into the new Business Technology TAR. Skill items that were repeated on subsequent levels of the old TAR were combined on the new Business Technology TAR to eliminate redundancy. The TAR is divided so that the instructor can determine A, B, C, or D levels of completion when necessary.

    Task categories A through I are equal to the Foundations TAR

    Task categories A through K are equal to the JA level Office Assistant TAR and JD level (Data Entry) TAR.

    Task categories A through O are equal to the JB level Word Processor TAR.

    Task category P is optional skills enhancements normally required by employers. The additional key stroke speed, will increase student employability.

    Task category Q, with the expanded testing required for MOUS Certification is equal to the JC level Word Processor--MOUS Certified TAR.

    A student must complete at least A through K to receive an "A" level completion. However, the desired goal is for student to complete the whole TAR. The students should not be aware of this breakdown.

    On the front of the TAR, the ONET Code number is indicated but not the training level, (JT, JA, JB, JC, JD). The training level will be added upon student completion. Once again, the student should be focused on completing the full TAR. This will help with student retention and job market qualifications. Students should make every effort to attain the skill levels outlines in the Optional Portion of the TAR to include MOUS certification. The Accounting Clerk and Hotel TARs remain separate due to the difference of skills.

- ➤ **Medical Office Support**: Foundations, Medical Receptionist, and Medical Records Clerk were incorporated into one TAR. Computer Skills, Ethics and Confidentiality, and Records/ File Management were groups common to several levels of the old TAR. Centers will continue to receive completion credit for students leaving the program prior to completing the new TAR. The TAR is divided so that the instructor can determine A, B, C, or D levels of completion when necessary.

    Task categories A through H are equal to the Foundations TAR

    Task categories A through L are equal to the JB level Medical Receptionist TAR.

    Task categories A through O are equal to the JA level Medical Records Clerk TAR.

While completing the new TAR will insure students attain sufficient skill levels to obtain a meaningful job, centers should encourage students pursue additional training in Insurance Claims, Transcriptionist, and Health Unit Coordinator TAR's.

The appropriate training level of completion will be added to the ONET Code number when the student completes the whole TAR or terminates from the program.

➢ **Network Cable Installer**: Due to industry demand and requirements, the Network Cable Installer A and B level TARs are combined into one TAR.

Task categories A through M are equal to the JA level Copper-Based Network Cable Installer TAR.

Task categories N through T are equal to the JB level Fiber Optic Cable Installer TAR.

In addition to the listed task groups, Optional Employer Specific Skills should include telephone wiring and an introduction to electricity. The training level of completion will be added to the ONET Code number when the student completes the whole TAR or terminates from the program.

 4. Action: Attached to this PRH Supplement are the three TARs in Word format. Centers who offer these trades should make copies for use by the instructors.

Centers should plan to begin using these three new TARs upon receipt of this PRH Supplement, but no later than November 1, 2004. As of November 1st all students enrolled in these trades should be evaluated on the tasks contained in these vocational training courses shall begin to use the new TARs.

6. Effective Date: November 1, 2004.

7. Inquiries: Should you have any questions regarding the information contained in this supplement, please contact your Government Authorized Representative.

Attachments (3)
Business Technologies TAR
Medical Office Support TAR
Network Cable Installer TAR